

**TOWN OF COVENTRY HOUSING AUTHORITY  
MINUTES  
NOVEMBER 19, 2014**

**1. Roll Call**

The regular meeting of the Coventry Housing Authority was called to order on Wednesday, November 19, 2014 at 4:30 p.m. by the Chairman, Robert DiPadua and the following commissioners were present: Maurice DeGraide, Rosalie Jalbert, David Jervis and Rebecca Parenteau.

**2. Approval of Minutes**

Motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to approve the minutes of the October 15, 2014 meeting. Motion carried with all in favor.

**3. Approval of Treasurer's Report**

Motion was made by Commissioner Jervis and seconded by Commissioner Jalbert to approve the Treasurer's Report. Motion carried with all in favor.

**a. YTD Financials; 9/30/2014**

**In Public Housing, revenues continue to exceed budget at a rate of 3% and will be addressed in the 2015 budget. Reserves are at 61.7% and year to date routine expenses are 2% over budget with utilities being the major contributor.**

**In the Section 8 program, lease ups continue to push up to 100%, allowing the Authority to earn the maximum prorated administrative fee. Expenses remain level year to date.**

**The Management Program continues to operate efficiently with a current increase in reserves of \$18,000.**

#### **4. Director's Report**

##### **Projects**

**NRT building main - front/rear entrance doors. Installation should begin on Monday. A lockset survey has been performed on all units at the property to perform a master key change; awaiting pricing.**

**Trash area fencing at KOV/JOH/NRT is complete and the areas look great and will be long-standing. Several phone calls have been received regarding the upgrade and one recent card is included in today's packet.**

**Vacancies (as of 11/1)**

**Public Housing 2**

**Management Portfolio 4**

**General**

All three public housing properties (KOV,JOH,NRT) have been selected to participate in the RI Utility Benchmark Pilot program and will receive the service free for one year for utility tracking. Julie will provide reports to the Board on the analysis tracking tools as soon as the system is up and running. Crossroads and the Meadows were also chosen to participate in the program.

Julie attended Warren Housing Authority's 50-year celebration and Housing America event. She spoke at the event on behalf of the Executive Director's Association in congratulations as well as on behalf of the Coventry Housing Authority in keeping our purpose and mission on the forefront. (Agenda attached)

Julie reported that the staff retreat held in October was a great success. Not only was increased camaraderie established, but strong and important understandings were learned regarding the different tasks that exist at the Housing Authority. Maintenance staff were taught how to do a recertification and office staff were given a tile cleaning task to complete. Julie asked the team to come up with ideas for cost savings efficiency.

All public housing units, buildings and grounds were inspected October 29 - 31st in accordance with REAC standards and reports are

being prepared for delivery. There were no significant material deficiencies noted at any of the properties. She is expecting to hear from HUD regarding the REAC inspections. Golden Ridge had their inspections on Monday and Tuesday of this week.

The Authority is trying to introduce good neighbor concepts at the Coventry Meadows and a “kick off” Resident Day was held on November 4th. Lunch was brought in as well as a craft for the children. Julie said that she had hoped to form a Resident Committee to assist in bringing programs to the development, however several people expressed an interest in becoming president of the committee, so they just discussed several programs the Authority will be bringing to the Meadows.

Coventry Housing Authority will participate in the Town of Coventry Parks & Recreation Department Festival of Trees. Correspondence is attached. Julie reported that a luncheon was held today to celebrate Ron’s tenth anniversary and after the luncheon, ornaments were made for the tree.

Also enclosed are the minutes of the September PHARI meeting, as well as the October NERC Journal.

The annual dinner with the Board, the staff and guests will be held on Thursday, December 11th.

#### **a. Maintenance Report**

Julie stated that for the last few months, maintenance has been getting everything ready for winter.

- b. Public Housing Report - The waiting list has over 200 people on it.**
- c. HCV Leasing Report - 100% leased up and will earn the maximum fee from HUD**
- d. Management Portfolio Report - Units are getting turned over and filled**

**COVENTRY HOUSING AUTHORITY                      11/19/2014**  
**PAGE 3**

**e. Resident Services Coordinator Report**

**Rite Aid Pharmacy held an informational session on the shingles vaccine. Rite Aid has a Health Ambassador willing to assist in coordinating quarterly health related events for the residents.**

**f. Family Self Sufficiency**

**Julie reported that the residents have been donating food for Thanksgiving baskets. In addition the Authority has been contacted by Gen Corp and they will be donating eight baskets and turkeys to the families housed by the Authority. The staff at the Authority has**

**also agreed to adopt a family for Christmas rather than exchange gifts with each other. Centreville Bank has also donated \$1,000 to the program.**

## **5. Correspondence**

**HUD; PHA Plan - outlines technical deficiencies in the Five Year and Annual Plans which Julie has corrected and resubmitted.**

## **6. Unfinished Business - None**

## **7. New Business**

### **a. RESOLUTION 2014-06; FSS Grant**

**The following resolution was introduced by Chairman DiPadua; read in full and considered: Resolved to accept the FY 2014 Family Self Sufficiency Program Grant in the amount of \$51,141. Commissioner Parenteau moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jalbert. Upon roll call, the “Ayes” and “Nays” were as follows: Commissioners DiPadua, DeGraide, Jalbert, Jervis and Parenteau voted yes.**

### **b. Main Office Entrance Sign**

**Two proposals were procured for the new entrance sign at the main**

office. One was from AA Thrifty Sign & Awning for \$4,546 and one was from Jim Gomes for \$3,800. After discussion by the board, motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to table the bid and request color prints from the vendors. Motion carried with all in favor.

**c. PHADA Commissioners Conference**

Julie explained that in review of the 2015 proposed budget for Training/Travel/Conference Registration, the total cost for the year would be \$14,600. She is recommending that one person attend the PHADA conference, two people attend the NAHRO conference, 4 people attend one of the NERC conferences and two people attend the other NERC conference, one person attend the RSC conference and two people attend the NERHAMS maintenance

**COVENTRY HOUSING AUTHORITY                      11/19/2014**

**PAGE 4**

conference. These recommendations will keep the Authority within the proposed budget. Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to approve the \$14,600 budget for conferences. Motion was revised to allow one person to attend the PHADA conference. Motion carried with all in favor.

**d. Pension Litigation**

Arthur explained that a few years ago the State and Gina Raimondo made changes to the pension law. Because of these changes, various unions in the State of Rhode Island have commenced suit against the Governor, Gina Raimondo, the State Pension Board and every City and Town, every fire department and fire district and any entity that has employees in the State Pension Program, claiming that any changes made to the Pension Program by the State is unconstitutional. Attorney Capaldi is recommending the Coventry Housing Authority hire Attorney DeSisto, who will be representing a number of entities. He believes that this action will be less expensive for the Authority, as all entities involved will share in the hourly rate. Attorney DeSisto will give the Authority his hourly rate when he knows how many defendants he is representing. After further discussion, motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to allow Attorney Capaldi to engage the services of Mr. DeSisto on behalf of the Authority. Motion carried with all in favor.

## **8. Open Discussion**

Commissioner Jalbert stated that She is a board member of Habitat for Humanity. She said that Habitat has an insurance policy covering the board as a whole but the board found out that members are individually responsible if something happens. She asked Attorney Capaldi if this also applies to the board members of the Coventry Housing Authority. Attorney Capaldi responded that



**Coventry Housing board members would not be individually responsible.**

**Commissioner Jalbert also brought up discussion on the use of microphones at board meetings, which was requested by a tenant. Julie said that she thought that the residents were talking about having microphones for use at resident meetings. Bill, one of the tenants, said that he doesn't believe that microphones are necessary; if someone can't hear they can just move closer to the speaker.**

**Commissioner Jervis said that White Tail Estates lots are being discussed by the Planning Board tonight. Attorney Capaldi stated that although this will be affordable housing, the Housing Authority has no involvement at this time. Commissioner Jalbert stated that she told Julie that the Planning Director said that the Housing Authority should attend these hearings. Julie said that she told the Director that he was off base regarding this matter. Attorney Capaldi said that the only ones involved should be the Coventry Housing Associates.**

## **9. Adjournment**

**There being no further business to discuss, motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to adjourn.**

**Gail T. Woodward**

**Recording Secretary**

**&#8195;**